

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



**AIR FORCE MANUAL 24-307
AIR FORCE MATERIEL COMMAND
Supplement 1
30 MAY 2000**

Transportation

***PROCEDURES FOR VEHICLE
MAINTENANCE MANAGEMENT***

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This supplement does not apply to Air National Guard or US Air Force Reserve units or members. It applies to all AFMC organizations that maintain Air Force motor vehicles. Nonappropriated funded vehicles are exempt from this manual. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through transportation channels to HQ AFMC/LGTV, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006.

SUMMARY OF REVISIONS

This supplement incorporates material from the previous AFMC Supplement 1 to Air Force Manual (AFM) 24-307 and adds/modifies information on AFMC's oil analysis program, MAJCOM reporting requirements, local analysis requirements, priority maintenance, scheduled maintenance intervals, ozone depleting substance removal, parts reclamation, Maintenance Operating Instructions, vehicle inspections, emission testing, scooters, one-time repair authority, preservation of vehicles, Time Compliance Technical Orders/Service Bulletin reporting, working stock levels, vehicle waiver program, standardized vehicle management codes and vehicle type codes.

AFMAN 24-307, 1 February 2000, is supplemented as follows:

- 1.5. When maintaining General Services Administration (GSA) leased vehicles, vehicle management will comply with GSA procedures for service, repair, and record keeping. Support agreements (SA) or memorandums of agreements (MOU) should be reviewed annually or when changing conditions or costs may require substantial alterations to the agreement (i.e., estimated reimbursements). A courtesy copy of units finalized MOU or SA between GSA and the Air Force will be forwarded to HQ AFMC/LGTV. Copies will be used for cross-functional purposes only.
- 1.6. Vehicle operators will remove all tires requiring repair and turn them in for maintenance with the exception of those tires identified as requiring maintenance on vehicles with open work orders. Vehicle Maintenance will provide technical assistance and equipment to change large tires upon request.

1.11.1. Serviceable parts may be reclaimed from vehicles approved for processing to Defense Reuse and Marketing Service (DRMS). Since cannibalization is not cost effective, there must be an immediate need; a vehicle deadlined for parts (VDP), e.g. or an expected urgent need for the parts within 120 days. If required parts cannot be reclaimed prior to the suspense for DRMS processing, the Registered Equipment Management System (REMS) monitor must place the vehicle in status code "E" as required by AFMAN 23-110, USAF Supply Manual, Vol 2, Part 2, Chapter 22. Otherwise, vehicles will be processed to DRMS NLT 45 days after the suspense in the written disposition instructions. Under contracted functions, parts will not be removed from a vehicle being processed to DRMS without prior approval by the functional area chief (FAC) or designated representative.

1.11.3.1. (Added) Recycle any refrigerant from air conditioning systems that is categorized as an ozone depleting substance (ODS). Cancel benchstock/special levels and remove technical orders from file when no other like vehicles are assigned.

1.12.1. (Added) Maintenance Operating Instructions (MOIs) will be developed to cover unit unique operations. A master file of the MOIs will be maintained in a central location of the vehicle maintenance flight and be readily available to all personnel.

- Develop an MOI establishing procedures covering the operation of the battery shop, to include inventory and issue procedures, and use/disposal of acid. The base environmental health office, civil engineering environmental office, and safety office will approve this MOI.
- Develop an MOI establishing procedures for the operation of Refueling Maintenance shops to include, but not limited to, confined space entrance, purging of tanks, grounding of vehicles, and when fuel tanks must be drained before working on pumping systems.
- An MOI is required for seasonal rebuild programs to include start and completion dates. These dates should be consistent with the using organization's requirements.
- Develop a Maintenance Operating Instruction (MOI) that identifies Air Force, federal, state and local environmental requirements that pertain to vehicle maintenance, with specific procedures identified to ensure compliance.
- Develop and implement a MOI that defines vehicle abuse, accident, and incidents. Include procedures for reporting and repair processing in the MOI.
- Establish an MOI detailing where and how road tests are performed. All vehicles being road tested by vehicle maintenance will be properly identified.

1.14.3. (Added) Delete the scheduled maintenance "next due" data from the On Line Vehicle Interactive Management System (OLVIMS) when a vehicle is awaiting disposition or repair authority from HQ AFMC/LGTV. Change the organization code to zero, "0".

1.14.4. (Added) VMM/VMS will develop a scheduled maintenance policy letter outlining local procedures for reporting vehicles to vehicle maintenance for scheduled services. This letter will be distributed to each using organization's VCO/VCNCO. Use of an appointment system for scheduled maintenance is encouraged.

1.14.5. (Added) AFMC vehicle maintenance flights will perform a visual inspection of forklift lifting tines at least annually. Remove from service and replace tines that exhibit cracks, are bent or have sustained significant damage.

1.15.2. A current Mission Essential Level (MEL) list will be located in MCA for reference. MCA will notify the VMM/VMS when organization falls below MEL. The automated MEL function in OLVIMS should not be used as the sole determinant for establishing RED priority maintenance for vehicles.

1.16. All vehicle out of commission (VOC) time will be reported in the On-Line Vehicle Interactive Management System (OLVIMS), and will be included in reported VOC rates. This includes scheduled and unscheduled maintenance, minor maintenance, mobile maintenance, time compliance technical order (TCTO) accomplishment, directed inspections and services, limited technical inspections (LTI), abuse and accident repair, contract repair and warranty work. There will be no time lapse between work order closing and opening of follow-on work orders. **Note.** Any adjustments to VOC time for contract purposes, such as vehicles exceeding a stipulated time period of warranty for which the contractor is not responsible, will be extracted outside the OLVIMS. Any adjustments of this type will require documentation of the adjustment to include rationale.

1.16.2. VOC time related to the seasonal repair program will be collected and reported by AFMC bases according to the following procedures. The time associated with vehicle inspections to determine needed repairs and the actual repair will require an open work order. AFMC units may open a 4000 work order during the inspection and parts ordering phase. Once all parts are received, close the 4000 work order and open a regular work order to collect VDM and any additional VDP hours associated with the actual repairs. Any vehicle that's not ready for service by the required date established by the seasonal repair plan or contract will have a work order opened from that date until the vehicle is ready for service. VOC time associated with the seasonal repair program will not count against VOC goals or indifference quality levels (IQL), until the established in-service due date. All VOC time will count toward VOC goals or IQLs from the beginning of the established in-service date to the start of the next season's repair program. It is important to establish these time periods in your seasonal repair plans and or contracts.

1.16.2.1. (Added) Parts that are required to place seasonal vehicles/equipment in serviceable condition will be ordered using the FAD code of the mission supported by the vehicles/equipment.

1.16.4. VIC data may be used in lease determination considerations if there is no inbound Air Force vehicle replacement projected and maintenance and/or operations costs exceed that of a lease asset. Consult Vehicle Operations Fleet Management for further guidance.

1.16.5. (Added) Vehicles requiring repair/disposition authority will have a work order opened when the vehicle is brought to the maintenance shop and the work order will remain open until the LTI is completed and ready to forward for a decision. The vehicle will be entered into the delayed system until a decision is received. At that time, the delayed work order is canceled and an active work order opened to support the decision for repair, shipment, or salvage.

1.19. Most vehicles are directed to be shipped in accordance with Chapter 1, Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. The shipping organization must accomplish complete serviceability inspection and repair deficiencies prior to shipment. When the certifying officers sign the LTI they are stating that required standards have been met and the vehicle is functionally ready for operation. The shipping organization may want to take pictures prior to shipment to substantiate the overall appearance of the vehicle prior to shipment. When the vehicle is received it should be checked for shipment damage and operational serviceability according to TO 36-1-191. A five-year-old vehicle is not required to be in like-new condition. When vehicles are shipped in an unserviceable condition, the receiving organization will perform an LTI within five days of receiving the vehicle. If the vehicle was shipped from another AFMC installation, the chiefs of transportation or

commanders of the shipping and receiving organizations resolve the issue. If the vehicle was shipped from outside AFMC, the chief of transportation or commander, forwards the LTI to HQ AFMC/LGTV with a cover letter verifying that only those items required to place the vehicle in serviceable condition are listed on the LTI.

1.19.1. (Added) When maintenance functions are contracted the quality assurance evaluator (QAE) will verify LTI entries by signature in the remarks block. The FAC or designated representative will coordinate on all LTIs forwarded outside the functional area.

1.20. Host-tenant support agreements will provide for the same level of vehicle maintenance support as is provided to host base owned vehicles, unless specifically indicated in the agreement. Include the number of tenant vehicles by type in the host-tenant agreement. Send one copy of each major host-tenant support agreement (25 vehicles or more supported by maintenance) to HQ AFMC/LGTV and each tenant's MAJCOM headquarters. Host-tenant support agreements are reviewed and updated according to AFI 25-201, *Support Agreement Procedures*.

1.22.3. All requests affecting Air Logistics Center controlled vehicles will be routed through HQ AFMC/LGTV for evaluation.

1.27. If Mitchell On Demand digital technical data is used to support the vehicle maintenance flight, the VMM will ensure there is a process in place to maintain the currency of data provided to the technicians.

1.28. Accident repair work orders will be opened as soon as maintenance receives a release for repairs from the unit vehicle control officer (VCO). A verbal release with a written follow-up is authorized for critical vehicles. When a vehicle is not released for repairs within a reasonable time (suggest five working days), maintenance control and analysis (MCA) must contact the unit VCO and request a release. When accident repairs are accomplished at no expense to the government (operator's insurance), VOC time will be entered into OLVIMS and the records will be annotated "Accident, No Cost to Government."

1.29.1.3. Results of vehicle emission tests will be maintained in the permanent section of the vehicle historical record until rescinded through replacement by a current test. Documentation will reflect the status of the vehicle emissions system (pass/fail) to include work order number and the date the test was performed. Compliance with state or local requirements takes precedence when they are more stringent than federal standards.

1.29.3.2. Vehicle maintenance flights will institute an engine oil analysis program based on guidance prescribed in AFMC Manual 24-1. Vehicle maintenance flights unable to implement an oil analysis program must submit a request for waiver, with full justification, to HQ AFMC/LGTV. Waivers are effective for one year.

1.31.1. Organizations procuring this type of equipment are also responsible for procurement of technical data, shop and parts manuals, etc. Vehicle maintenance will not accept primary maintenance responsibility on any non-registered equipment, regardless of cost, unless sufficient technical publications are provided.

1.34.1. TOs on tactical vehicles ("K" registration number vehicles) are written for the Army maintenance concept. This causes some confusion in the area of operator responsibilities. Vehicle operator servicing, inspection and maintenance of tactical vehicles in the Air Force are the same as for other type vehicles.

1.34.5. (Added) Scooters are organizational equipment and maintenance is the responsibility of owning organizations. Transportation's facilities and manpower will not be used to maintain scooters.

1.38. The approving authority for repairs, which exceed the one-time-repair limit for vehicles, assigned to the 46th Test Group at Holloman AFB, and Phillips Lab at Kirtland AFB is the respective unit commander.

1.38.7. Authority to exceed one-time repair limits may be delegated to the VMM or the QAE for contracted operations. Do not perform major repairs on excess or code 048 vehicles without HQ AFMC/LGTV approval. Do not retain vehicles longer than 45 days after it has been determined the vehicle is going to DRMS. For all AFMC bases/centers where there's an "LGT" presence process vehicle for disposition IAW TO 36-1-191 Chapter 5. The LGT at bases/centers have the authority to approve DMRS for non-critical vehicles listed in TO 36A-1-1301, Vehicle Management Index File as long as the vehicle is in replacement codes A-J and repairs exceed the one-time repair allowance. For those AFMC units that are tenants on other MAJCOM bases and where there is no AFMC Chief of Transportation /LGT present, LTIs and disposition request will continue to be forwarded to AFMC/LGTV for approval.

1.39.3. The VMM/VMS will ensure all tools in individual tool kits (ITK) or composite tool kits (CTK) are etched with applicable ITK or CTK numbers. Additionally, to enhance tool control, it's recommended that all hand tools in ITKs or CTKs be inlaid in foam. Contracted bases and mobility toolboxes are exempt from this requirement.

1.39.18. AFMC bases will use the automated LTI - motor vehicle. The vehicle maintenance manager (VMM) will thoroughly review and certify the LTI for accuracy and completeness, when completed for repair/disposition decisions, and shipping purposes. At bases where the vehicle maintenance function is under contract, the QAE will verify entries and the FAC or designated representative will coordinate on LTIs forwarded off base.

1.39.19. Consider transportation costs and VOC time when determining the feasibility of having repairs accomplished under warranty provisions.

1.39.20. VMM/VMS may delegate VDP requisition approval authority to element supervisors.

1.39.28. Contracted bases will use the over-and-above labor rate on LTIs when determining costs that exceed the one-time-repair limit.

1.39.36. Continuity books will contain all written approvals to deviate from prescribed regulatory requirements.

1.39.43. (Added) Vehicle Maintenance Managers will ensure a copy of the Automotive Engine Oil Analysis Program, AFMC Manual 24-1, is available for reference. Contact HQ AFMC/LGTV if assistance is needed in obtaining this reference.

1.44.1. Work center supervisors will report available manpower, vehicle status, and the estimated time vehicles are to be released from the work center, to MCA within two hours after the start of each work period.

1.44.15. All deadlined vehicles will be preserved at storage level "C" as prescribed in Technical Order (TO) 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance. The only exception will be vehicles deadlined for less than five duty days that are kept inside the maintenance facility. Vehicles stored outside awaiting parts, will be preserved in accordance with the above reference and inspected for condition every 30 days. Vehicle maintenance managers are authorized to deviate from the T.O. 36-1-191 requirement to remove, tag, and store vehicle batteries while the vehicle is down for parts. Battery ground cables will be disconnected at the battery on vehicles down for parts longer than five days. All disassembled components are to be tagged and stored in such a manner as to prevent deterioration. A

locally fabricated placard will be readily displayed on, or in, deadlined vehicles. The placard will contain at the minimum; vehicle registration numbers, date VDP, work order number, reason for VDP, and date next inspection is due.

1.44.16. (Added) Vehicle maintenance management will ensure a Required Delivery Date (RDD) is entered into positions 62-64 on the base supply requisition form for all VDP parts. Additional information regarding RDDs can be found in AFI 23-110, Chapter 9, Section C, par. 9.57, and Chapter 17, Attachment A-17 for MICAP requests.

1.45. Contractor operated functions have the same responsibility to maintain OLVIMS reporting integrity as do in-house operations. This includes, but is not limited to, the accurate documentation of labor hours, labor costs, parts costs, VOC reporting, delayed backlog hours, and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from procedures affecting OLVIMS reporting will require HQ AFMC/LGTV approval.

1.45.1. (Added) Adjustments to any data affecting contract established IQLs will require documentation to show amount of adjustment, period adjustment was made and reason adjustment was permitted. The information will be maintained in one central file for the duration of the contract.

1.45.2. (Added) Contract modifications, which significantly increase or decrease the scope of the contract, will be forwarded to HQ AFMC/LGTV.

2.1.3.2. Develop a local checklist for use during the performance of annual inspections and scheduled maintenance.

2.2.10. MCA will update the control board or computer within one hour of receiving the work center status. Where separate facilities and controllers are used, the maintenance workload status for the outlying facility will be tracked at the central control location with the following information as a minimum: total work by work center (backlog hours and number of vehicles), vehicles in priority maintenance and available hours for personnel on duty by work center.

2.2.17. Notify HQ AFMC/LGTV immediately, by e-mail, when depot repaired vehicles are returned.

2.2.27. The following reports will be forwarded to HQ AFMC/LGTV as indicated. Submit on 3 1/2-inch 1.44 megabyte disks, or by file transfer protocol (FTP):

- Vehicle Master Lists, PCN SB004-023 and PCN SB004-024 (RCS: MTC-LG (M) 7906).** Submit as of the last day of the month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.
- Vehicle Management Report, PCN SB004-032 (RCS: MTC-LG (M) 7908).** Submit as of the end of each month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.
- Quarterly Vehicle Master Summary File, ARAQ6T Data (RCS: HAF-LGT (Q) 7903).** Submit as of the end of each quarter, to arrive not later than 15 calendar days after the as of date.

2.2.29. (Added) Air Force vehicles which are centrally procured, but not maintained by a government vehicle maintenance organization (contract or in-house), will be entered into the OLVIMS at the base where the REMS monitor is located. This situation presently applies to the following organizations: Det 8, Special Project at Robins AFB; Director of Aerospace, and Lockheed - Marietta GA at Kelly AFB.

2.2.29.1. (Added) Maintenance control will have the following limited responsibilities for these vehicles:

- Enter and remove these vehicles from OLVIMS as indicated by the REMS monitor.
- Provide the organization's point of contact (POC) a scheduled maintenance listing once each month.
- Update the mileage once each quarter as provided by the organization's POC.
- Provide information to the organization's POC on any special maintenance requirements due, such as, service bulletins, TCTOs, and special inspections.
- Input/update OLVIMS with data provided on maintenance accomplished.

2.2.29.2. (Added) The organization using these vehicles will assign a POC who will:

- Receive the scheduled maintenance listings, and other special maintenance requirements from maintenance control, and forward them to the vehicle location.
- Be the POC for ensuring maintenance actions are accomplished as required and documentation of accomplishment is forwarded to maintenance control.
- Obtain mileage or hour meter readings on these vehicles once each quarter and forward to maintenance control.

2.2.30. (Added) Contracted vehicle maintenance functions will prepare and forward a daily vehicle status report to the FAC or designated representative. At a minimum, the report will list the number of vehicles in each repair center and the number of vehicles in VDP status, as of the beginning of the first shift.

2.2.31. (Added) As a minimum, a physical yard check will be accomplished at least twice a week on non-consecutive workdays. The yard check will be provided to maintenance control and the QAE when the function is under contract, not later than 0930 that day. Each vehicle will be listed by registration number and location, such as, VDP line, disposition area, incoming line, ready line, general purpose shop, refueling shop, etc. Action will be taken to reconcile any discrepancies between the physical yard check and OLVIMS.

2.9.6.4. A copy of the contractor's invoice will be retained in the contract maintenance file.

2.13. Report Time Compliance Technical Order (TCTO) and service bulletin (SB) compliance via E-mail, FAX or message directly to HQ AFMC/LGTV (see AFMCS 1, attachment 1). To ensure visibility and prompt completion of TCTOs, SBs and one-time inspections, a master file will be established for tracking purposes. This master TCTO file will consist of a binder separated into active and inactive sections. These sections will be subdivided into three sections: TCTOs, SBs, and one-time inspection letters/messages. The active section will have an index of all active items and will include document number (TCTO number, bulletin number or message date-time group), document title/description, and status. File completed TCTOs in accordance with T.O. 00-5-2, paragraph 4-35. Inactive files may be purged one year after rescission date.

2.13.1.1. MCA and shop Technical Order Monitor will ensure a requirement for the TO/TCTO series is established on all assigned vehicles.

2.19. HQ AFMC is tracking the following vehicle maintenance management indicators as quality performance indicators (QPI). The required data is to be provided to HQ AFMC/LGTR not later than the 20th of each month following the reporting period. (RCS: MTC-LG (AR) 9302 applies.) This reporting is designated emergency status code D. Discontinue reporting during emergency conditions.

- Vehicle Repair Turn-Around Time.** Provide the percentage of vehicle repairs completed for the month: within 24 hours, between 24-72 hours, and repairs requiring more than 72 hours. Also provide the number of closed work orders for the period.
- Vehicle Repair Return Rate.** Provide the percentage of repaired vehicles returned for additional repairs (all repairs, whether related to the original repair or not) within the reporting period.
- Vehicle Repair Cost Per Output.** Provide the average cost per closed work order for the month, this includes both parts and labor.
- Alternative Fuel Program.** For dual fueled vehicles, compressed natural gas (CNG) and gasoline or diesel provides the percentage of CNG used in relation to the total fuel used in these vehicles. Also, provide the number of dual fueled vehicles in your base fleet.

2.19.1. (Added) QPIs have also been established to measure vehicle in-commission rate (with a goal of 90 percent), cost per vehicle equivalent, vehicle accidents, and vehicle accident costs. HQ AFMC/LGTV extracts data for these QPIs from reports.

2.19.2. (Added) Rationale, with a get well date when appropriate, is required from bases on all QPIs for which the established goal is not met and when the indicator is close to the goal and has shown a negative trend for two or more consecutive months. The rationale and get well dates are to be submitted to HQ AFMC/LGTR with the monthly data.

2.22. As a minimum, all indicators identified in paragraph 2.22 of AFMAN 24-307 will be reviewed by all AFMC bases and analysis performed when standards/goals are not met, or as indicated below (See paragraph 2.22.16.10 for analysis exemptions for contracted functions.) Use the rules identified for each indicator to help perform the required analysis. The following AFMC standards have been established, where AFMC standards have not been established, local standards will be established using past data.

- Average Cost Per Unit.** Analysis is required when the monthly cost per unit exceeds the locally established goal by 20 percent or more.
- Average Cost Per Mile.** The command goal is not to exceed 30 cents per mile.
- VDM Hours to Direct Labor-Hour Ratio.** The command goal is not less than 11.0 percent.
- Number of Annual Inspections Overdue.** The command goal is 0; analysis is required if 4 or more vehicles are overdue for the month.
- Scheduled Inspections Overdue.** The command goal is 0; analysis is required if 5 or more vehicles are overdue for the month.
- Number of Work Orders Opened.** Analysis is required when the number of work orders is not within plus or minus 20 percent of the locally established goal.
- Number of Hours in Delay Code "C."** Analysis is required when the indicator exceeds the established local goal. Seasonal trends must be considered.
- Percent of Direct Labor.** The command standard is 52 percent or higher.
- Percent of Indirect Labor, Productive.** The command standard is not to exceed 31 percent.
- Percent of Indirect Labor, Nonproductive.** The command standard is not to exceed 17 percent.
- Percent of Fleet VDM.** The command standard is not to exceed 7 percent.
- Percent of Fleet VDP.** The command standard is not to exceed 3 percent.
- Percent of Fleet VOC.** The command standard is not to exceed 10 percent.

•**Percent of Fleet VOC by Vehicle Group or Category.** Command standards have been established as follows:

- General Purpose.** Not to exceed 7.2 percent.
- Construction and Base Maintenance Vehicles and Equipment.** Not to exceed 12 percent.
- Registered Nonreportable Vehicular Equipment.** Not to exceed 10 percent.
- 463L Materials Handling Equipment.** Not to exceed 13 percent.
- Material Handling Equipment Non 463L.** Not to exceed 11 percent.
- Fire Trucks.** Not to exceed 8 percent.
- Refueling Vehicles and Equipment.** Not to exceed 10 percent.
- Special Purpose Vehicles and Equipment.** Not to exceed 10 percent.
- Nonregistered Vehicles and Equipment.** Not to exceed 10 percent.

2.22.16.10. (Added) Contracted functions are required to perform the analysis as stipulated except analysis is not required when exceeding the AFMC goals for the following categories unless required by local management: vehicle deadlined for maintenance (VDM) hours to direct labor-hour ratio, percent of direct labor, percent of indirect labor productive and nonproductive, and percent of VDM and VDP. However, these indicators will be charted.

2.22.16.11. (Added) Contracted functions may use the contract IQLs in place of command goals, at the discretion of local management. However, if IQL groups in “Percent of fleet VOC by vehicle group or category” are different than stated in paragraph 2.21, the groups specified will be separately charted each month as a minimum.

2.23. Local management will direct analysis of other indicators as necessary to resolve deficiencies, decrease costs, and to improve efficiency and customer service. Local standards or goals should be established on repeat maintenance and quality of maintenance.

3.22.2. All main shops are authorized to maintain a 30-day consumption level of working stock. Working stock level for outlying work centers will be determined by the VMM.

3.28.4. Price list page numbers are not required if an automated price list is used.

3.56.2.7. Units are required to validate the D22 data received from LGS, making the necessary corrections prior to updating OLVIMS. Validate the work order number, registration number, quantity of issue, and the price. The text mode in Word 6 can be used to screen the transactions prior to input.

4.5. Vehicles will be accepted from using activities during normal operating hours. Input to the repair work center will normally not occur the last two hours of the last workday of the week.

4.8.4. Develop local procedures to ensure vehicle operators are aware that split rim tires must be deflated before the lug nuts are loosened.

6.6.3. Table 6.1, Rule 2. When using the automated 1828, vehicle maintenance flights must retain a backup of the historical information on electronic media, and place it in a centralized data storage area for the life of each vehicle. This will preclude the need for individual filing in each vehicle record.

6.12.1. AFMC bases will check all other vehicles at least weekly when used. The appropriate Operator's Inspection Guide and Trouble Report will be used to annotate the check. Bases have the option to increase the frequency of this check.

6.17.3.3. Appropriately marked Operators Inspection Guide and Trouble Reports or the automated waiver system will be used at AFMC bases. If the AF Form 18XX is used, the words "Permanent Waiver" will be written at the top of both the front and back of the AF Form 18XX to be used. "X" out the AF Form 18XX from opposing corners on the front and back of the form. All markings on the outside of the form are accomplished in red. A permanent waiver annotation on the applicable form or computer generated waiver list will be made for each vehicle that has waived items. The annotated form (Operator's Inspection Guide and Trouble Report for the vehicle type) will include the vehicle registration number and "WAIVER FORM" marked on the front of the form. The annotated form or the computer-generated waiver listing will be retained with the current Operator's Inspection Guide and Trouble Report. Only appropriately authorized/approved waiver items will be entered on this form. The VMM/VMS will designate personnel authorized to approve waiver items for non-contracted operations. For contracted operations, the FAC and designated QAEs are the approval authority. The approval authorities will print their last name in the operator's signature block of the waiver card and place their initials in the "init" block to show approval of the waiver. The only other information required to be entered in the permanent waiver forms are the discrepancy, and date waived. A back-up list of waived items may be kept in maintenance control.

6.20.14. MCA and CSC personnel will ensure the opening date/time on the work order matches the date/time reported on the Operator's Inspection Guide and Trouble Report.

6.20.23. Mitchell on Demand or other industry accepted estimated labor rate products will be used to estimate required work. When labor-estimating products do not cover the work required, local labor estimates will be developed and applied.

6.26. NOTE. Reporting of indirect nonproductive labor hours is required for AFMC bases. This does not apply to contracted vehicle maintenance functions.

6.31. Use of AF Form 1829, **Refueling Equipment Inspection Data Record**, is optional. If the form is not used, refueling shops are encouraged to maintain an inspection status board. All inspection items will be entered on work orders and AF Forms 1828, **Vehicle Historical Record**.

6.33. Use of AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is optional. Hydrostatic hose testing will be accomplished when required according to TO 36-1-191 and entered on the work orders and AF Form 1828.

6.41. Standardized Vehicle Manufacturer and Vehicle Type Codes. The vehicle manufacturer and vehicle type codes listed in attachment 2 will be used in OLVIMS. These codes will be input into the make/type field of the AZ record. For example, for a Ford sedan, the field will be FRD SDN. For manufacturer and type codes that are not listed in attachment 2, send an e-mail with the manufacturer and type vehicle to HQ AFMC/LGTV and the codes will be provided.

6.47. A copy of the reimbursable/refundable organization list, provided by accounting and finance, will be kept in file until the next update is received.

7.4.3. Status of Resources and Training System (SORTS) satisfies MAJCOM reporting requirements.

7.9. Request assistance from HQ AFMC/LGTV, by message, e-mail, or FAX, when vehicles critical to sortie generation or the sustainment mission require repairs, which exceed local capability.

7.11. Vehicle maintenance personnel will maintain hand written records until OLVIMS support is established. Every effort will be made to establish OLVIMS support at the earliest possible date. Upon imple-

mentation of OLVIMS, all data, previously hand written, will be entered into OLVIMS using the applicable dates.

7.12.5. Refer to 7.4.3. for reporting requirements.

7.22.4. Establish and maintain a surge kit for 463L equipment. Parts will be identified to support 60 days of intense equipment utilization without parts support outside the local area. Parts that are readily available through contractor operated parts stores (COPARS) or local vendors will not be maintained in the surge kits. (This requirement applies to Wright-Patterson AFB and all Air Logistic Centers.)

- A list of required parts will be developed, parts ordered, and stored.
- A current inventory will be maintained, identifying parts in stock and back-ordered. A complete physical inventory will be accomplished every six months.
- A method will be developed to identify shelf-life items. Parts with a shelf life will be used prior to the expiration date and replaced.
- Parts from the surge kit may be used to prevent a VDP status with the approval of the vehicle maintenance officer or superintendent. The part will be immediately reordered. The surge kit not intended to be used as an extended bench stock and use of parts from the kit should be the exception.
- Contracted vehicle maintenance functions may use parts in the surge kit the same as an in-house operation, with prior approval from the FAC or designated representative. The parts used will be replaced at the contractor's expense when the contract stipulates that the contractor is responsible for parts costs.

Attachment 11 (Added)**TIME COMPLIANCE TECHNICAL ORDER (TCTO), SERVICE BULLETIN (SB), MANUFACTURER'S RECALL, AND MAJCOM DIRECTED INSPECTION REQUIREMENT NOTIFICATION, COMPLIANCE REPORTING AND FOLLOW-UP**

1. The following procedures are establish for timely notification, compliance reporting, and follow-up on TCTOs, Service Bulletins (SBs), Manufacturer's Recalls, and MAJCOM directed One-time Inspections (OTIs). Each base will have a single point of contact, preferably in maintenance control, for the purpose of tracking and controlling these compliance requirements.

2. Requirement Notification:

2a. TCTOs. To ensure receipt of routine TCTOs, the vehicle maintenance Technical Order Distribution Office (TODO) must establish a distribution requirement for each TCTO Series applicable to vehicles maintained, in accordance with TO 00-5-2. When Urgent Action TCTOs, Interim TOs, and Interim Message Changes are issued by the Air Logistics Center (ALC) (WR-ALC for most vehicles), and provided to the MAJCOMs for distribution to field units, HQ AFMC/LGTV will forward a copy of the compliance requirement to applicable field units, by the most appropriate method.

2b. Service Bulletins. SBs are normally provided to the MAJCOMs by WR-ALC for distribution to field units, however, the vehicle manufacturer will sometimes issue SBs directly to field units. When notified and provided a copy of the SB, HQ AFMC/LGTV will forward a copy of the SB to applicable field units. When a manufacturer provides a service bulletin directly to your unit, notify HQ AFMC/LGTV by phone or e-mail, so we can ensure all units requiring the SB are notified (the manufacture sometimes sends the information to the wrong units).

2c. Manufacturer's Recalls. Vehicle recalls are typically demanded by DOT's National Highway and Traffic Safety Administration (NHTSA) and in most cases, reported by vehicle and equipment manufacturers or directly from GSA to affected customers. When notified and provided a copy, HQ AFMC/LGTV will forward recall notices to applicable field units. When a manufacturer provides a recall notice directly to your unit, notify HQ AFMC/LGTV by phone or e-mail, so we can ensure all units requiring the recall are notified.

2d. MAJCOM Directed One-time Inspections. When HQ AFMC/LGTV or WR-ALC identifies a potential safety hazard, a vehicle malfunction that could cause more extensive damage to a vehicle, or a malfunction has occurred and the fleet wide impact is needed to pursue a latent defect issue, an OTI may be issued. HQ AFMC/LGTV will initiate or forward inspection instructions to applicable field units.

3. Compliance Reporting: Field units will notify HQ AFMC/LGTV, by e-mail, FAX, or mail, when TCTOs, SBs, Manufacturer's Recalls and OTIs, are completed. Provide: identification of the compliance requirement, such as; TCTO number, message number, manufacturer's recall number, SB number, etc.; registration number(s); work order number(s); and date completed. As a reminder Vehicle Historical Records should be annotated properly and the correct work order prefixes used. The work order prefixes should be; "T" for TCTOs, "S" for SB and OTIs, and "Z" (Warranty) for Manufacturer's Recalls. Upon notification of the completion of a compliance requirement, HQ AFMC/LGTV will annotate the compliance on a tracking sheet. Periodically, but not less than once every two weeks, HQ AFMC/LGTV will update those actions being tracked in the Consolidated Analysis and Reporting System (CARS).

4. Follow-up: HQ AFMC will track all known TCTOs, SB, Manufacturer's Recalls and OTIs, by base, by vehicle, through completion. A follow-up on all open compliance actions will be accomplished at bi-monthly intervals. The follow-up will consist of a memo to each unit having compliance actions pending. The memo will provide a list of each maintenance action pending completion in accordance with our records. The memo will request that the field unit submit; the work order numbers and dates accomplished for those maintenance actions completed, an estimated completion date for those compliance action still pending, and notification if the unit is not aware of the requirement. A suspense of not more than two weeks will be identified in the memo for your response.

Attachment 12

VEHICLE MANUFACTURER CODES

MANUFACTURER	CODE	MANUFACTURER	CODE
ALLIS CHALMERS	AC	GILFILLAN	GIL
ALMONT WELDING	AW	GENERAL MOTORS CORP	GMC
AMERICAN GENERAL CORP	AGC	GROVE CRANE INC	GRV
AMBULANCE MODULAR	AM	HANDY LIFT GATES	HLG
AMERICAN MOTORS	AMC	HARNISCHFEGER CORP	HFC
BAKER	BKR	HIGHWAY	HWY
BROS INC	BRO	HOLLAND LIFT CORP	HLC
BUICK	BUI	HYSTER	HYS
CANCASTER ASSY	CCA	IDEAL	IDL
CASE	CSE	INTERCITY	ICY
CATERPILLAR	CAT	INTERNATIONAL	IHC
CAUCHE	CAU	JETA	JET
CHANCEY	CNY	JOHN DEERE	JHD
CHECKER CAB	CKR	JOHNSON	JHN
CHEVROLET	CHE	KAISER	KSR
CHRYSLER	CHR	KENTUCKY MFG CO	KMC
CLARK	CLK	KOVATCH	KVH
COCHRAN CORP	CCN	LIBBEY	LIB
COLEMAN	COL	LITTLE GIANT	LTG
CONDEC	CON	MACK	MAC
CUSHMAN	CUS	MARS IND INC	MII
DATSUN	DAT	MASSEY FERGUSON	MFR
DAVIS	DAV	MILLER	MLR
DELOREAN	DLN	MINNEAPOLIS MOLINE	MMO
DODGE	DOD	NORSTAD	NRS
DORSEY	DSY	NORTHWESTERN	NWN
DOUGLAS AIRCRAFT CORP	DAC	OLDSMOBILE	OLD
EAGLE BOBTAIL CORP	EBC	OSHKOSH	OSH
EUCLID	EUC	P&H CRANE INC	PCI
EWELL-PARKER	ELW	PARAMOUNT	PAR
EZY-GO	EZG	PERKINS	PER
FORD	FRD	PETTIBONE	PTB
FMC CORP	FMC	PIERCE	PCE
FRUEHAUF	FRU	PLYMOUTH	PLY
FOUR WHEEL DRIVE CORP	FWD	POLECAT CORP	PCC
GICHNER	GIC	PONTIAC	PON

MANUFACTURER	CODE	MANUFACTURER	CODE
PRESSED STEEL	PSL	TRANSPORT	TPT
PSI	PSI	YALE	YAL
REACH-ALL CORP	RAC		
REVO SWEPERS INC	RSI		
ROGERS	ROG		
SCHRECK INDUSTRIES	SCR		
SCOTT AIR COND INC	SCT		
SEAMON	SMN		
SEMITRAILER TANKS	STT		
SOUTHERN AMBULANCE	SOU		
SPACE CORP	SPC		
SPENCER	SPR		
STERLING	STR		
STEVENS	STV		
STEWART STEVENSON CORP	SSC		
TAYLOR CORP	TAY		
TAYLOR DUNNE	TDN		
TECSTOR	TST		
TEMCO CORP	TMP		
TENNANT	TNT		
TEXTRON	TXT		
THERMO KING CORP	TKC		
TOWMOTOR	TOW		
TOMMY LIFT GATE	TLG		
UNITED	UNI		
UTILITY	UTL		
VIKING	VKG		
VULCAN	VUL		
WARD	WRD		
WARD LAFRANCE	WLF		
WAYNE SWEEPER CORP	WSC		
WESTINGHOUSE	WES		
WHITE	WHI		
WILLHAM CORP	WMC		
WISCONSIN TRAILER CORP	WTC		

Attachment 13 (ADDED-AFMC)

VEHICLE TYPE CODES

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
B102	SDN	B226	CGO
B103	SDN	B227	CGO
B106	SDN	B233	CGO
B118	BUS	B234	CGO
B121	BUS	B239	CGO
B130	BUS	B255	CGO
B139	BUS	B261	S/P
B141	BUS	B263	S/P
B150	S/W	B264	S/P
B162	AMB	B265	S/P
B163	AMB	B266	S/P
B168	PNL	B267	S/P
B170	JP	B274	S/P
B176	MLT	B313	TRC
B177	MLT		
B180	MLT		
B184	BUS		
B185	C/A		
B186	C/A		
B188	C/A		
B190	SBN		
B191	C/A		
B192	C/A		
B198	BLZ/EXP/BRC		
B199	BLZ/CHK		
B200	P/U		
B202	P/U		
B204	P/U		
B207	P/U		
B211	P/U		
B217	P/U		
B222	P/U		
B225	CGO		

C104	WRK	C250	HIR
C108	WRK	C251	HIR
C114	WRK	C253	HIR
C116	WRK	C260	MTN
C155	MTN	C267	CCS
C156	TPM	C300	TKF
C157	TPM	C301	TKF
C158	TPM	C306	TKT
C160	TPM	C317	SWR
C161	TPM	C319	CLN
C163	TPM	C324	DMP
C167	TPM	C332	DMP
C168	TPM	C337	DMP
C170	REF	C339	DMP
C181	REF	C355	B/T
C183	REF	C366	TRL
C195	MTK	C372	TRL
C198	TVN	C397	TRL
C200	TVN	C398	TRL
C203	TVN	C410	TRL
C205	TVN	C434	TRL
C207	TVN	C438	TRL
C211	TVN	C439	TRL
C218	TVN	C440	TRL
C219	TVN	C445	TRL
C238	HIL	C459	TRL
C240	HIL	C507	ARM
C241	HIL	C522	CRN
C242	HIL		
C243	HIL		

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
D503	CRN	D633	LDR
D508	CRN	D640	LDR
D510	CRN	D645	LDR
D515	CRN	D652	GRD
D517	CRN	D653	GRD
D522	CRN	D654	GRD
D531	DMP	D655	GRD
D539	DMP	D667	SCR
D547	TRA	D670	SCR
D548	TRA	D676	RLR
D560	TRA	D680	RLR
D561	F/T	D681	RLR
D562	F/T	D682	RLR
D565	TRA	D705	MXR
D569	DOZ	D720	DST
D570	DOZ	D731	DST
D572	DOZ	D732	DST
D576	SRU	D738	WTR
D577	SRU	D741	TRL
D578	SRU	D753	EXC
D580	SRU	D754	EXC
D581	SRU	D763	DTG
D582	SPL	D765	DGR
D583	SPL	D768	TRC
D586	SEW	D770	TRC
D588	CLR	D771	TRC
D594	SWP	D772	TRC
D624	SWP	D776	DRL
D625	SWP	D777	PAV
D626	BHO	D782	TRM
D631	LDR	D999	OTH
D632	LDR		

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
E801	TUG	E846	FL6
E810	TUG	E849	FE3
E811	TUG	E850	FE3
E813	TUG	E851	FE4
E816	FL4	E854	FE3
E819	FL6	E855	FE6
E820	FL6	E860	F10
E822	FL6	E902	CRN
E823	F10	E908	CRN
E824	F15	E925	CON
E826	F20	E935	25K
E828	F22	E940	40K
E829	F15	E945	60K
E831	FL2	E948	F4K
E832	FL6	E949	F6K
E833	FL6	E956	F10
E834	F10	E958	F10
E835	F15	E959	F13
E837	F25	E970	WBE
E838	FE2	E972	WBE
E839	FE2	E975	CNV
E841	FE4	F115	WKR
E842	FE4	F380	TRA
E845	FL4		

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
K194	M09	L350	MB2
K195	HMV	L351	MB4
K196	M08	L354	U30
K197	M28	L363	TRL
K248	CGO	L370	TNA
K251	CGO	L389	CGS
K371	TRA	L390	LOX
K376	TRA	L391	LOX
K450	TRL	L418	FMR
K451	TRL	L420	TRL
K452	TRL	L426	DLY
K454	TRL	L427	DLY
L114	WRK	L428	DLY
L123	LDR	L433	SWR
L127	P18	L458	TRL
L128	P26	L459	TRL
L130	P-8	L461	TRL
L133	P12	L485	TRL
L142	HMV	L486	TRL
L143	P-2	L504	PCA
L144	P27	L530	HMV
L145	P-4	L532	HMV
L148	P28	W201	TDI
L149	P10	W203	LAV
L152	P20	W205	ABS
L153	P15	W215	CAL
L190	TRK	W221	CRT
L271	HYD	W299	MIS
L275	R-9	W300	SCR
L276	A-2	W999	MIS
L278	R8A		
L279	A24		
L304	FTT		
L315	TLN		

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